

Catalyst Academies Trust

Governance Manager

Salary £29,225 - £35,032 FTE (Actual £25,110 - £30,100) dependent on experience

Reporting to: Finance & Operations Director

Start Date: October 2025 or earlier

Hours and conditions of service: 37 hours per week, term time only. Some flexibility in hours worked is required for Clerking at Governor meetings and these take place 3 times per term, on a Thursday, from 5.30pm to 8.00pm approximately.

Catalyst Academies Trust is an innovative, not-for-profit organisation, whose mission is to widen access to outstanding educational provision. The opportunity has arisen for a Governance Manager to join our highly motivated central team.

We are looking for a highly experienced Governance Manager who is organised and has great communication skills. The candidate will have the experience to provide efficient Governance service and support to the Leadership across the expanding Trust. Our Governance Manager will work across all of the schools within our Trust meaning that travel between schools will be required.

The successful candidate will be added to our "Catalyst Employee Perks" platform where you will be able to access a range of discounts from regular supermarkets, numerous retailers, family days out, restaurants and more.

Informal visits to the school are welcome, please contact Sarah Coote on 01708 852128, option 3, for more information. Application packs are available on our Trust website, www.catalystacademiestrust.org.uk or via www.essexschoolsjobs.co.uk

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearance.

We reserve the right to close applications early in the event a suitable candidate is identified.

Closing date: 25th September 2025

Interviews: w/c 29th September 2025

